



REPUBLIC OF NIGER
MINISTRY OF AGRICULTURE DEPARTMENT OF
STUDIES AND PROGRAMMING



Japan International Research Center for
Agricultural Sciences

CAPACITY BUILDING AND MANAGEMENT OF COFOB



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Appendix: Technical Manual 1

"Guide for the Management and Natural Resource Conservation"

REPUBLIC OF NIGER

THE MINISTER OF AGRICULTURE

MANAGEMENT STUDIES AND PROGRAMMING

**MANUAL FOR CAPACITY BUILDING AND MANAGEMENT
A COFOB**

developed in March 2011



Study on Development of Methods and Management of Natural Resources Conservation for
Agricultural Production by JIRCAS

Préface

La Japan International Research Center For Agriculture Sciences (JIRCAS) a opté tout logiquement pour le renforcement des capacités des Commissions Foncières de Base (COFOB) et ceci suite à une étude sur les méthodes de conservation et de gestion des ressources naturelles. Ce choix démontre si besoin est, l'implication de la JIRCAS dans la lutte menée à tous les niveaux par le Niger pour une gestion rationnelle de ses ressources naturelles.

Il est à noter qu'au début des années 90, les deux axes retenus par les principes directeurs d'une politique de développement rural pour le Niger étaient :

- La gestion rationnelle des ressources naturelles qui consiste pour les exploitants ruraux à satisfaire leurs besoins en ressources naturelles tout en pensant aux générations futures;
- L'implication effective des populations rurales dans les actions de développement local, mais aussi de protection de leur environnement.

La vision de JIRCAS est d'autant plus juste qu'elle rencontre non seulement les préoccupations des responsables au plus haut niveau, mais aussi les conclusions des différentes rencontres (ateliers, forums, séminaires, etc.) des années 80 en rapport avec le développement rural.

En effet un des blocages qui peut constituer un goulot d'étranglement pour la gestion durable des ressources naturelles, c'est le manque d'engagement à la base. Or une des missions principales des COFOB c'est justement d'aider les acteurs ruraux à s'organiser pour non seulement assurer la défense des droits liés à leur activités, mais aussi pour faciliter leur sensibilisation.

Pour toutes ces raisons, le renforcement des capacités des COFOB est une des préoccupations du Comité National du Code Rural. Cette mission combien importante va certainement être simplifiée par ce précieux outil de formation qui est le fruit de la bonne coopération entre le Niger et le Japon en général, mais aussi de notre collaboration avec JIRCAS en particulier.

ALHOU Abey Bazou

Secrétaire Permanent Code Rural



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Glossary

- AG: General Assembly
- AGC: Constitutive General Assembly
- EGM: Extraordinary General Meeting
- AGM: Annual General Meeting
- CA: Board of Directors
- DAC / POR: Cooperative Action Department and Rural Organizations Promotion

- JIRCAS: Japan International Research Center for Agricultural Sciences
- MAG / EL: Ministry of Agriculture and Livestock
- OHADA: Organization for the Harmonization of Business Rights
- NGOs: Non Governmental Organization
- COFO: Land Commission
- COFODEP: Departmental Land Commission
- COFOCOM: Communal Land Commission
- COFOB: Land Commission Basis
- SP / CR: Permanent Secretariat of the Rural Code
- SPR / CR: Regional Permanent Secretariat of the Rural Code
- CFEPD: End of Certificate of First Degree Research
- RN: Natural Resources
- PV: Minutes
- SG: Secretary General
- UPA: Agricultural Production Unit
- DDE: Departmental Directorate of Environment
- DDA: Departmental Directorate of Agriculture
- DDEIA: Departmental Directorate of Livestock and Animal Industry

Introduction

Niger is a vast country with an area of 1,267,000 km² whose population is rural 77% and the climate is semi-arid. Economic growth is weak with low population explosion. Despite the fragility of the agro-ecological heritage, agriculture is the country's main economic activity. This agriculture is subject to the conditions of irregular rainfall and increased poverty of soil; which does not promote good yields. The increase in production matches the new clearings and fallow time reduction, which is a strong pressure on the environment. Thus, Japan, the international community and the nations of Africa affected all recognize that prevention of desertification is one of the most important concerns that must be addressed in order to reduce poverty in Africa.

To this end, it is essential that the villagers are able to conserve and manage their natural resources. Several projects have been undertaken as part of the fight against desertification and the management of natural resources. Unfortunately, there were more failures than successes. This is partly due to the fact that there are very few cases where the villagers themselves have identified, planned, executed and maintained sustainably control activities and also the many village organizations created by projects could not contribute much to the management of natural resources, the benefits seem difficult to perceive short term. For successful implementation of sustainable management of natural resources,

So JIRCAS (Research Japan International Center for Agricultural Sciences) through

"The Study on Development of methods of management and conservation of Natural Resources Agricultural Production" opted for the capacity building of the Land Commissions Database (COFOB). The COFOB constitute a legal instrument and for sustainable management of natural resources. It is therefore essential that COFOB are well equipped to carry out their activities. How to make a successful COFOB for sustainable management of natural resources of its soil? It is this concern that attempts to answer this manual we are convinced, provides insight for stakeholders in the field of sustainable management of natural resources through the COFOB.

I. Some elements for understanding the COFO

1.1 Background and History of the Rural Code

Niger, a vast country in the heart of the Sahel, landlocked, the nearest point to the sea is 600 km, covers an area of 1,267,000 km² and lies between longitudes 0 ° 16 'and 16 ° East and latitude 11 ° 1' and 23 ° 17 'North. The northern limits of the country therefore confine north tropic. 3/4 of the country is desert, including the Tenere Desert, which is one of the most formidable deserts of the planet. This puts the Niger in an ecologically arid zone, like other Sahelian countries. Niger has a very pronounced climate in decades. Environmental problems are very acute because of recurring droughts, desertification, the rapid population growth, severe and persistent economic crisis and the strong pressure on natural resources. The productive potential is deteriorating more and more in favor of climate change and human activities on natural resources. ecosystem balances are continually and severely disrupted and natural resources are dwindling gradually. These phenomena that contribute to the impoverishment of the result in declining soil fertility, reduction of productive capital, declining rural incomes, increasing food insecurity and the exacerbation of conflicts between rural operators. We now come to a virtual situation generalized impoverishment of land capital, decrease of fallow land, overexploitation of timber and grazing.

Faced with this situation several laws and regulations have been developed and adopted. These include among others

- Law No. 60/28 fixing the development of modalities and management of agricultural development made by public authorities,
- Law No. 60/29 prohibits the payment of tithes and Ashura,
- Law No. 61/05 establishing the northern boundary of cultures
- Law No. 61/06 defining the modernization pastoral zone
- Law No. 61/37 regulating eminent domain,
- Law No. 61/07 abolishing tithes on land controlled by the leadership, etc.

The commonalities in all these policies is the option of social justice but all these many provisions require coherence and harmony in a more political context. It is in this context that was born the Rural Code, which is an expression of the political will of the Niger State down the conditions and rules of rational and sustainable management of rural natural resources.

1.2 Issues of the Rural Code

The objectives of the Rural Code are:

- Contribute to the land tenure security for rural operators including users of natural resources;
- Contribute to the sustainable management of natural resources through information, training of stakeholders and development control;

- To contribute to spatial planning through the adoption of the Land development plans

The Rural Code is mission:

- Securing operators
- Preventing rural conflicts
- Local capacity building
- Sustainable management of natural resources

Since March 2, 1993 which saw the adoption of the order for 93-015 Guidance Principles of the Rural Code, the many laws and regulations came complement the comprehensive legal arsenal of the Rural Code. The following figure gives us some additional text.



Figure 1 : Some additional legislative texts 93-015 prescription.

It may be added but not limited to the following important regulations:

- Decree No. 97-008 / PRN / MAG / EL of 10 January 1997 on the organization, powers and operation of institutions for the principles direction code
- Decree No. 97-367 / PRN / MAG / EL of October 2 1997 determining how to register land rights in Rural Folder
- Decree No. 97-007 / PRN / MAG / EL of 10 January 1997 on the status of the attachment pastors soils.

The Rural Code aims to substantially reduce all conflicts between different users of natural resources. The main way to reduce conflicts

through prevention. So, COFO ensures the security of property of rural producers through information and awareness of rural producers, clarification of land status of the sites, the leadership of the shared resources security process (corridors, grazing areas, forests , water sources, animals rest areas, etc.)

, the control of the development of the shared resources and issuance of land acts ,.

Many challenges remain. One of the major issues is the establishment of COFO at all levels and strengthening their capacities.

We must put in place all the structures of COFO, the regional level (S / regional P) department (COFODEP), common (COFOCOM) and village level (COFOB) and provide them with means of operation. If the local level is established at 78%, the introduction of COFOB is just beginning its less than 1/5 of COFOB installed, a rate of 17%.

Table 1: Bilan mise en oeuvre institutionnelle COFO Rural September 2010

Region	SPR	Department	COFODEP Nbre	Nbre common	COFOCOM No.	No. and tribes	villages Number of COFOB
Agadez	1	Arlit	1	5		167	
		Bilma	1	4		21	
		Tchirozerine	1	6	3	147	0
Sub-total			3	15	3	335	0
Diffa	1	Diffa	1	5	5	475	74
		Mainé Soroa	1	4	4	626	55
		N'guigmi	1	3	3	605	33
Sub-total			3	12	12	1706	162
Dosso	1	Boboye	1	10	6	328	110
		Dogondoutchi	1	10	1	417	9
		Dosso	1	11	11	425	12
		Gaya	1	9	9	315	13
		Loga	1	3	0	137	9
Sub-total			5	43	27	1622	153
Maradi	1	Aguié	1	4	3	220	15
		Dakoro	1	14	11	1027	89
		Guidan Roundji	1	5	3	518	73
		Madarounfa	1	6	3	376	105
		Mayahi	1	8	8	347	27
		Tessaoua	1	7	0	299	31
		MUC		3		0	
Sub-total			6	47	28	2787	340
Tahoua	1	Abalack	1	5	5	299	53

		Bouza	1	7	7	245	115
		Keita	1	4	4	237	110
		Konni	1	6	6	288	145
		Madaoua	1	6	6	383	78
		Tahoua	1	6	6	250	158
		Tchintabaraden	1	4	4	295	57
		Illéla	1	4	4	198	145
		CUT		2	2	28	
Sub-total			8	44	44	2223	861
Tillabery	1	Fillingué	1	7	7	528	40
		Kollo	1	11	8	354	64
		Ouallam	1	5	4	276	12
		Say	1	5	4	217	169
		tera	1	8	8	291	112
		Tillabery	1	9	9	180	15
Sub-total			6	45	40	1846	412
Zinder	1	Goure	1	7	4	1205	85
		Magaria	1	11	10	846	80
		Matamèye	1	9	9	257	122
		Myrriah	1	17	17	830	324
		Tanout	1	6	4	910	38
		CUZ		5	5	48	
Sub-total			5	55	49	4096	649
Niamey	1	THIS		1	1	20	
		C II		1	1	19	
		C III		1	1	0	
		C IV		1	1	0	
		CV		1	1	19	
Sub-total				5	5	58	0
totals	8		36	266	208	14673	2577

Until then, essentially, only the development partners are financing the process of setting up and strengthening of capacities of COFO. The state must necessarily be involved in this process. Less than one (1) village on five (5) has COFOB and even where these COFOB are in place, few are functional. It is important that COFOB set up to assume their roles awareness of all users of natural resources.

According to the last workshop on COFO held in Niamey from 6 to 8 October 2010, a new phenomenon is in addition to the decline in soil fertility, high population pressure, the disappearance of the herbaceous and woody cover, etc.) that beset the

Nigerian rural areas. This new phenomenon is characterized by the sale of land to private investors both foreign and domestic, resulting in:

- the capitalization of small producers
- The creation of landless peasants
- Rural exodus,
- Food insecurity in rural areas
- The accentuation of rural poverty
- the brake livestock mobility
- The private colonization of pastoral resources
- Dwindling grazing areas
- The disappearance of forest resources
- The accentuation of land disputes between rural operators.

Table 2: Inventory of land sales 4 years the Common Say

Location resource	Nature of resource	Vocation resource	Status of the resource	Identity of the purchaser	Terms of availability	area concerned
Dabielle Tèrougué	Earth Farming Culture		Private lands	Nigerian private	Purchase	105 ha
Tèrougué	Land of culture Agriculture		Private lands	Nigerian private	Purchase	100 ha
Karé	Land of culture Agriculture		Private lands	Nigerian private	Purchase	50 ha
Bango	Land of culture Agriculture		Private lands	Nigerian private	Purchase	50 ha
Warkéré	Land of culture Agriculture		Private lands	Nigerian private	Purchase	50 ha
Say	paddy field	Rice	Private lands	Libyans	Purchase	50 ha
Djangoré	paddy field	Rice	Private lands	Libyans	Purchase	50 ha

Source Sixth National Workshop on Land Commissions, held in Niamey, from 6 to 8 October 2010

1.3 Special features of the COFOB

The land commission base differs from other local management structures (groups, cooperatives, associations, etc.) at the village level by their legal and legitimate caractère. Indeed, the basic land commission structure is provided for by law including MDA stopped 098 of 25 November 2005 specifying its organization and terms of fonctinnement. It derives its legitimacy from the fact that that make up the members are appointed at the end of a participatory and inclusive process based on defined criteria. The COFOB is an instrument for the implementation of Niger's policy on rural land. Furthermore, it is important to remember the institutional framework of the Rural Code, its composition and its missions at different levels:

(1) The national committee of the Rural Code

The Office of the National Committee is composed as follows:

- Chairman: The Minister of Agriculture or his representative;
- Vice-Chairman: The Minister of Livestock or his representative;
- Members: The Minister of Hydraulics or his representative;

- The Minister of the Environment or his representative;
- The Minister of the interior or his representative;
- The Minister for Regional Development or his representative;
- The Minister of Justice or his representative;
- The Minister of National Defense or his representative.
- The Secretariat is provided by the National Permanent Secretary

The national committee of the Rural Code is responsible for:

The National Committee shall be convened by its President to the effect of:

- set annually the objectives of the Permanent Secretariat and its budget operation;
- approve the annual program of activities of the Permanent Secretariat;
- decide on the annual report of the National Permanent Secretariat activities;
- examine any draft text implementing the framework law;
- decide on land development patterns of regions prior to their submission for adoption;
- decide on any important issue for the implementation of the framework law.

(2) The Permanent Secretariat of the Rural Code

The National Permanent Secretary is appointed by the Prime Minister on the proposal of the Minister of Agriculture. The National Permanent Secretariat is responsible for:

- National Committee meeting preparation and drafting of reports;
- coordinating the activities of the Permanent Secretariats of the regions, Departmental and Commons;
- the administrative and financial management of the National Permanent Secretariat;
- the preparation of the budget of the National Committee;
- the proposed financing of research plans to submit to the Minister for Agriculture and Livestock;
- developing additional draft texts of the Rural Code;
- the creation of a documentation center and a rural land data bank;
- monitoring and evaluation of activities of land commissions and the impact of the implementation of the Rural Code.

(3) The Regional Permanent Secretariat of the Rural Code

It is the specialized service to the implementation of the Rural Code throughout the region. The Regional Permanent Secretariat of the Rural Code is responsible for:

- coordination and monitoring of the implementation and extension of the Rural Code in the Region;
- the collection, processing and storage of data necessary for the development of
- Diagram of Land Planning at the regional scale;
- the development of the Scheme of Land Development;
- archiving regional files and rural land records of each
- department;
- methodological support, coordination and synthesis of the Secretariats activities
- departmental and communal permanent and transmission of reports to the secretariat
- Permanent National;

- supervision, supervision and coordination of departmental land commissions.

(4) departmental Land Commissions (COFODEP)

According to Decree No. 97-008 / PRN / MAG / EL of 10 January 1997 on the organization, powers and operation of institutions responsible for the implementation of the Rural Code orientation principles, the departmental Permanent Secretariat is responsible for:

- to establish and maintain the Rural file of the department;
- to contribute to the development of the Scheme of Land Management in departmental level;
- to provide the necessary support to the accomplishment and execution of the tasks of the Land Commission;
- preparing reports of activities and meetings of the Land Commission and transmit to the Regional Permanent Secretariat.

Role of departmental land commissions

- Information and training of populations
- Monograph of natural resources
- Materialization of community spaces
- Managing easements
- Issuance of acts of land transactions
- Contribution to the Forest Management
- Mission Control Enhancement
- Keeping Rural Folder
- Contribution to the Development of Land Planning Scheme
- Contribution to the development of texts

Among all these institutions Rural CCODE, it is the Communal Land Commissions (COFOCOM) and basic land commissions (COFOB) that are closest to the various rural operators. The composition and tasks of these proximities structures are described respectively as follows:

(5) Land Commissions Communales (COFOCOM)

The communal land commission consists of:

- The President, the mayor of the town;
- The Permanent Secretary;
- The municipal councilors, other than the mayor, including a woman with three advisors (3) for municipalities with 11 to 20 councilors and four councilors (4) for municipalities with more than 20 councilors;
- The heads of technical services who, in the territory of the municipality, jurisdiction over the following areas:
 - o Agriculture o Livestock
 - o Environment o o
 - Hydraulic Agricultural
 - Engineering
 - o Planning o Community development

- o Maps
- o State property
- o Literacy
- o o Promoting social development of women.

- The heads of state or group having jurisdiction over communal space;
- A representative of the farmers;
- Two representatives of farmers whose transhumant if any;
- Two women representatives;
- A representative of rural youth;
- A representative of loggers;
- A representative of the water points management committees

The functions of the COFOCOM:

- Driving the land title issuance process in connection with the Commission départementale Foncière (COFODEP)
- The supervision of village COFOB
- The development control of rural natural resources of the municipality
- The conduct of the security process (identification, delimitation, materialization and registration in rural file) shared resources (corridors, grazing areas, forests, water sources, animals rest areas ...) and monitoring their implementation value
- The contribution to the development process of the land development plan of the region
- The issuance of the rural concession on the lands of public and private domain
- The issuance of priority use right certificate on the attachment pastors soils in connection with the Commission départementale Foncière (COFODEP)

(6) Land Commissions Database (COFOB)

The land commission village or tribe or basic land commission has jurisdiction over all rural renewable natural resources (land, plant, animal and water) from the village or tribe. The land commission village or tribe is composed as follows:

- A President, the head of the village or tribe;
- Secretary ;
- A representative of the farmers;
- Two representatives of farmers whose transhumant if any;
- A representative of other resource users whose operators wood, hunters, fishermen, etc .;
- Two women representatives;
- A representative of rural youth.

However, in pastoral areas, the composition of the base land commission will consider the effective participation of different groups of farmers as livestock categories. Thus it could include a representative of each group of camel herders, cattle and small ruminants.

The functions of the COFOB:

- Assistance to village chiefs or tribes in filling the minutes of conflict conciliation
- Controlling development of rural natural resources of the village or tribe
- The conduct of the security process involving the identification, delimitation and materialisation of shared resources (the corridors, grazing areas, forests, water points, the animals rest areas).
- The information and awareness of the village people or tribe by the popularization of the Rural Code texts.
- Assistance to village leaders in the delivery of acts of land transactions.

The following figure shows the hierarchy of the various divisions of the code rural institutions.

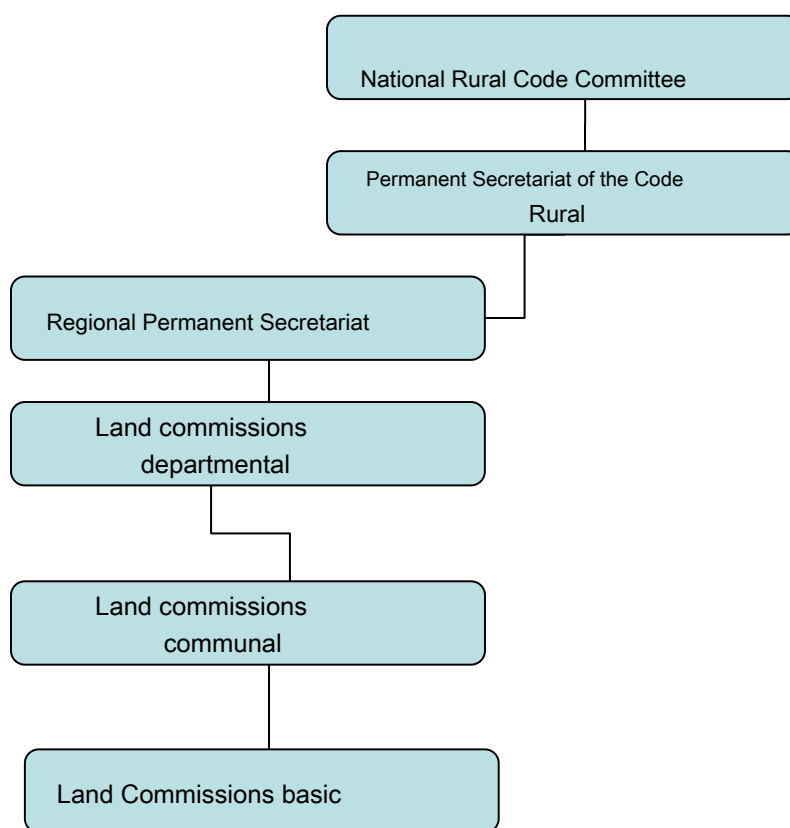


Figure 2 : The COFO bearings

II. BODIES OF THEIR DUTIES AND COFOB

2.1. The general Assembly

It is the supreme organ of the COFOB and includes the entire population of the village. The General Assembly is the organ of decision making. It is here that the work of the COFOB are brought to the attention of all members, and that action plans or programs of activities adopted. Also, sessions of the General Assemblies must be regular in order to promote transparency in management.

There are four types of general meetings:

- The information meeting and preparatory awareness by COFOCOM
- The general meeting for the selection of members of the COFOB,
- The Ordinary General Meeting,
- The extraordinary general meeting.

2.1.1. The general meeting information and preparatory awareness

This meeting is convened and facilitated by the S / P of COFOCOM. It prepares the selection meeting of members of the COFOB. The following conditions are necessary:

- Send an information message to the village head concerned, one week before the date of the meeting;
- A physical presence of the S / P COFOCOM, the day of the AG;
- At the meeting, it must require the presence of more than half of the population (UPA leaders ???) of the village;
- The following topics are discussed:
 - The problems of degradation of natural resources (plant, water, land and livestock);
 - Demographic pressure;
 - The frequency of land disputes;
 - The need to find lasting solutions to various problems;
 - Give the composition of the bureau of COFOB;
 - Summarily explain the tasks of a COFOB;
 - Insist on the criteria for choosing members (availability, volontariat commitment, have at least one CFEPD level to the Secretary, etc.);
 - And submit two copies of PV to the village chief to note the names of those selected.

2.1.2. The general meeting for selection of officers

It is run by each socio-professional groups (farmers, herders, women, youth) to elect / appoint their representatives within the COFOB.

2.1.3. The ordinary general meeting

At this meeting, the Office of the composition is recalled (President, the village chief, a secretary, a treasurer, two representatives of farmers, one representing farmers, two women representatives, one representative of young people. The village head insists on selection criteria such as availability, volunteering and a secretary who can read and write.

The ordinary general meeting is convened by the Office COFOB. It can process such as following:

- orientation of the COFOB activities in the short, medium and long term,
- decide on possible amendments of the rules of operation of the COFOB,
- election or replacement of officers,

Note that in addition to these duties, the members of the COFOB can add any other skills deemed useful by the General Assembly. The law is silent on the frequency of general meetings. However, it is advisable to fix the date of the first regular meeting early in the year and the second shortly after the end of the year.

2.1.4. The extraordinary general meeting.

It deals with the agenda for which it was convened.

The law does not fix the conditions required for extraordinary general meetings. They are exceptional and only deal with questions for which they were called. The Extraordinary General Meeting may meet convened by the President or at the initiative of two thirds (2/3) at least members. It should also fix the quorum and the majority by which decisions are made.

2.2 Bureau COFOB

2.2.1. Composition of the Bureau

The board of directors is the executing agency of the COFOB. It consists of members elected by the General Assembly. It usually consists of:

- A president,
- Secretary,
- Treasurer,
- A representative of farmers,
- 2 women representatives,
- 2 representatives of farmers (1 representative of transhumant and the local farmers);
- 1 youth representative; The land commission basis can appeal to any person it deems the notice required for the execution of its mission; Islamic association representative, lumberjack, fisherman, farmer wood, beekeeper,
- Two auditors from the office.

President :

The president of the land commission basis as provided by the Decree 98 of 25 November 2005 on the organization, allocation and methods of operation of communal land commissions, villages and tribes in Article 16 is the village chief or tribes. He is responsible for managing the COFOB and must inform the board. It is also responsible for administering the funds (monitoring of the movement of funds). He co-signs the financial acts with the treasurer.

The Secretary :

The secretary of the land commission basis must be literate and justify a grade equivalent to CFEPD (Article 19 of Decree 98 dated 25 November 2005). It is responsible for keeping administrative documents and the preparation of meeting minutes. The Secretary of the COFOB must be a voluntary literate village to assist the COFOB for filling acts of land transactions. Otherwise, a technical service agent (teacher, health worker ...) residing in the village will be asked to help the COFOB.

Treasurer :

He is responsible for the maintenance of accounting documents, cash, bank accounts and equipment of COFOB. It must be educated or literate.

The representatives of professional groups:

Representatives of farmers, herders, women, rural youth of the Islamic association and other natural resource users are designated for each case by the general meeting of the village or tribe. They are each appointed for a term of three (3) years.

The auditors :

The auditors are the controlling body of the COFOB. They ensure the proper management of the organization's funds. They report directly to the General Assembly.

2.2.2. Criteria for selecting members of the executive COFOB

To qualify, each member must meet the following conditions:

- enjoy their civic and moral rights;
- be voluntary and accept volunteering;
- be competent and effective and recognized as such by others;
- Read accountable to others and inform;
- be devoted and available;
- learn to take initiatives;
- read and write (in French or local language) is an asset;
- never be condemned for theft, misdemeanor or felony.

2.3. The conduct of meetings COFOB

In organizations, whatever their size, meetings are a tool. The word "meeting" is used to refer to people coming together to accomplish a task. The meeting can only consolidate the officers or extended to other members of the village community or resource persons. Most of the meetings is to:

- Prepare a general meeting
- Disseminate the information
- Analyze a situation and offer suggestions
- Take a decision.

For a meeting to be effective, different roles have to be borne by the members. The President of the COFOB can effectively facilitate a meeting himself. However, some more complex meetings require the appointment of a facilitator and a rapporteur. In general, it will instead use the words of President or Secretary.

(See Appendix 1: Meeting Process)

III. RESOURCES FOR COFOB AND MANAGEMENT

The resources of a COFOB have its own financial resources and material or physical holdings of villagers. It is necessary to remember that one of the limiting factors for the sustainability of any organization is the availability of financial resources for expenses related to the operation of it. Common expenses are generally;

- Working documents staffing (acts) to be the first priority without which the operation of the COFOB could be compromised because the financial regeneration system will be affected;
- Office supply ;
- Mission expenses of members of the COFOB;
- Expenses related to natural resource management activities;
- Etc.

3.1. The financial resources of the COFOB

The financial resources of the COFOB are:

- **Any state subsidies and communities.** Membership fees (one-time membership fees linked to the achievement of one or activities included in the program of activities, the action plan or the village development plan).
- **The product-specific operations COFOB** (preparation of acts of land transaction, fines set by the AG, various resources created in exceptional circumstances and, if necessary, with the approval of the competent authority: quests, conferences, raffle, concerts, dances and shows allowed the benefit of the COFOB, collective agricultural fields to feed the crate COFOB).
- **Donations, grants and legacies** of every kind and from any source,
- **The legal reserves** which are levied on the surplus of the previous year.

Concerning acts of land transactions, the texts governing the operation of COFOB does not explicitly give the rates for different acts. It is given the latitude to each land commission to determine the end of the General Assembly the amount for the establishment of land transaction acts taking into account local realities. In Say, the amounts are fixed as follows:

- Loan agreement: 3000F
- Rental Agreement: 3000 FCFA
- Agreement Gage: 3 000Fcfa
- Proof of sale: 1% of the sale price.
- Certificate of customary ownership: 5 000F.
- Certificate of Donation: 5 000f

The allocation of these amounts is established as follows. Inspired by this model and taking into account that it is necessary to have a village natural resources management fund, we can make the following distributions:

- Loan agreements, rental and Gage: 3000F, returned in 50% to 50% and COFOB for COFOCOM and COFODEP. The 50% of the COFOB are distributed as follows: 1000FCFA for natural resources management fund (500F for staffing in acts of land transactions and 500F for COFOB operation and activities

conservation and management of natural resources). The remaining 500F for COFOB are transferred to the President and the Secretary-300F and 200 FCFA respectively;

- certificate of sale: 1% of the cost of sales by 50% returned for COFOB and 50% for the COFOCOM and COFODEP. The 50% of the COFOB are divided as follows: 2/3 for the natural resource management funds (1/3 endowment land transaction acts and 1/3 for the COFOB operation and the conservation and management of natural resources). The remaining 1/3 are assigned to the President and Secretary respectively 60% and 40%;
- Certificates customary detention and Donation: 5 000F divided into 50% for COFOB and 50% for the COFOCOM and COFODEP. The 50% of the COFOB are distributed as follows: 2000E range in natural resources management fund (1000F for endowment land transaction acts 1000F for the operation and the conservation and management of RN) and 500F for Chairman and Secretary respectively 300F and 200F.

3.2. physical and financial holdings

Note that the people physically and financially contribute to the implementation of the activities of the Action Plan. The physical and financial contributions are solicited in the following cases to complement the partner grants:

- building sheds in lieu of a meeting room or training;
- actions against erosion,
- the management of grazing areas,
- the sinking or the clearing of a well;
- tree care;
- collective health;
- etc.

It is desirable that these financial contributions RN supply management fund managed by the COFOB.

3.3 Strategies for mobilizing financial resources, physical and material

The Office of COFOB must have resource mobilization strategies, it needs to perform the activities included in the action plan. For this, it must:

- Remember regularly to the entire population of the village the provisions adopted by mutual agreement for the mobilization of domestic resources;
- Regularly inform the population of the village on the level of implementation of activities of the action plan so as to obtain the participation of all;
- Raise awareness about the management of their own development;
- Ensure proper management of financial and material resources at its disposal.

3.4 Management

3.4.1 Accounting

Every organization must keep accounting records for the activities it undertakes. The immediate higher level (COFOCOM) may otherwise exercise control over the

and conforms to the management of COFOB. The program of activities / action plan and balance sheet / financial report must be filed at the COFOCOM.

3.4.2 Financial Management (essential element for the transparency of financial transactions)

At the end of each fiscal year, the COFOB should prepare its financial statements to evaluate its economic situation and understand its financial performance (income statement, balance sheet). To achieve this, the treasurer / secretary shall regularly hold various management documents. The most important are:

- The cash book (income, expenditure, balance)
- notebook model from membership fees and goodwill,
- The times or filing supporting documents (receipts, invoices, vouchers)
- The specification of physical and material contributions.

(See Annex 2 for an organization document management forms).

3.4.3 Managing Member (Human Resources)

The village population is the greatest wealth of COFOB, hence the need to manage them. Proper management of the village community allows COFOB to have several advantages:

- The creation of a climate of trust within the community,
- The sharper planning activities to better serve all users of natural resources.

3.4.4 Managing conflicts within a COFOB

By its very nature, group life generates social conflicts that have to manage to avoid the disintegration of the organizational framework.

Conflict situations are of concern in any community, because in general, the COFOB are institutionally weak, moving in under-equipped and financially very limited. The types of conflicts that may arise in the operation of a COFOB is:

- The leadership conflicts
- Conflicts of interest
- Jurisdictional disputes

The main sources of these conflicts may be internal or external, in particular..

- The interference of administrative, political, customary, and intellectuals from the soil,
- The low capacity of officials and the leadership,
- The influence of social,
- The previous experience of members.

Guardianship and the authorized departments must ensure the arbitration of conflicts within COFOB.

IV. Bureau members renewal process

This part is extremely important; we will inspire us to reflect on the process of renewal of the office of the COFOB.

4.1. The preparatory mission

Its duration is 1 day and she is to remind the villagers who make up the Bureau COFOB the village. This exercise allows the S / P COFOCOM identify members who are no longer in the village for various reasons (death, migration, etc.), especially since these commissions have remained non-functional since their establishment (for the case of Karé). This mission will serve to frame;

- remind the powers of the COFOB and the role of each member of COFOB
- prepare the next members of missing replacement mission. The villagers have a day to choose members who will complete the office.

The mission takes place as follows:

- Send an information message to the village head a week before the date of the meeting;
- On the day, the S / P must go to the village and seeks to convene a village meeting;
- It explains the purpose of his mission (renewal COFOB required);
- He recalls what COFOB, its importance, the services of the COFOB (issuing of acts of land transactions, the need to preserve the natural resources of soil, degradation RN, preventing conflicts among users of natural resources, etc.
- Recall the composition of the Bureau of COFOB: 1 President, 1 Secretary, 1 Treasurer, two women representatives, two representatives of farmers, one youth representative, one representative of farmers
- Put two PV copies to the village chief to carry the names of people who will be retained.

4.2 Selection of Officers

After the step of the preparatory mission, the villagers held a general meeting to choose the missing members (absent from the village died, prevented etc.) of office COFOB. Two voting systems were selected: by vote or by consensus. A conference office is set up to direct the voting operations.

Table 3: the different modes, their strengths and their weaknesses

Methods of election		descriptions	Advantages	disadvantages
Consensus		Villagers (UPA chief) shall consult and appoint a candidate	Easy to understand and fast to implement.	- May lead to misunderstandings - does not always choose the right person - influence of some village leaders
Vote	With raised hand	The villagers, in favor of a candidate raise their hand and proceeds to the account. If multiple candidates, a voter chooses only once. If the first two candidates have the same number of votes, a second round is held between the	- Lets make a wise choice - Easy to master by members - Quick to implement	- May lead to misunderstandings - public fear or candidate they did not choose - Favorable members or not candidates are indexed where resentment of birth - Some members or delegates may vote more than one candidate
	Up behind the candidate of his choice	Villagers line up behind the candidate of their choice	- Easily understood by members - Easy to master by members	- May lead to misunderstandings - public fear or candidate they did not choose - Favorable members or not candidates are indexed where resentment of birth
	Sitting up	The villagers favorable to a candidate stand and one proceeds to account	- Easily understood by members - Easy to master by members	- May lead to misunderstandings - public fear or candidate they did not choose - Favorable members or not candidates are indexed where resentment of birth - Some members or delegates may vote more than one candidate
	A secret ballot	Each candidate chooses a colored paper or a symbol of his choice Then the villagers choose the color or symbol to which candidate they favor and put in an urn. At the end of the vote, we proceed to the counting of votes If two candidates have the same number of votes, a second round is held.	- Keeps the secret of choice - Allows choosing the one you want safely - Backup cohesion among members and candidates	Relatively complicated for the villagers request a little more time and resources (ballot boxes, ballots, etc.)

V. Training of members of the COFOB

Members of the COFOB receive basic training lasting an average of two days. The first day of training is leveraged by the S / P COFOCOM to read the PV with all the names of the ten (10) members of the board of COFOB.

5.1 The Participants to the training

Note that the participants in this training are:

- The S / P COFOCOM;
- The S / P COFODEP;
- The technical services (Agriculture, GR, Forestry, Livestock);
- A representative of the Mayor
- A district chief representative
- And representatives of the project or NGOs etc.

5.2. The themes treated by trainers (S / P COFOCOM and COFODEP)

The mission should specify the duration of training and the objectives assigned to it. It states that training must lead to business planning as part of the sustainable management of natural resources for better agricultural production. The themes are: Land issues, History of the Rural Code, the main articles of the Code rural and filling the land transaction acts

(1) The issues of land

The facilitator needs to address the demographics of Niger, climate, land pressure, the risk of conflict and degradation of natural resources

(2) History of the Rural Code

he These are trace whole chronology of the texts adopted, workshops and various meetings to the Rural Code.

(3) The main products of the Rural Code

It is at this point to recall the heavy provisions of Ordinance 93-015 02 March 1993 orientation of the Rural Code principles, the 98-56 law of 29 December 1998 framework law on the management of 'environment. For the 93-015 order, these include the following items:

- This ordinance sets the legal framework for agricultural, forestry and pastoral activities in the context of regional planning, protection of the environment and promotion (Article 1^{er}).

It provides security for rural operators through the recognition of their rights and promotes the development of a rational organization of the rural world.

- Rural natural resources are the common heritage of the nation. All Nigerians are equally intended to be accessed without gender discrimination or social origin (Article 4);

- The rights that are exerted on natural resources receive equal protection, whether from custom or statutory law (Article 5), so the local population can adopt management rules that do not conflict with 'with those already established.
- Anyone with a rural activity must contribute to the development of the natural heritage. This development implies a rational management of resources ensuring their protection and optimization (Article 6).

Regarding the 98-56 law, we can retain the following items:

- Under Article 3, rational management of the environment and natural resources is based on the following principles:
 - a) The prevention principle, wherein it is important to anticipate and prevent the source to the environmental damage;
 - b) The precautionary principle that the absence of technical and scientific certainty should not prevent the adoption of effective and appropriate measures to prevent serious harm to the environment;
 - c) The polluter-pays principle that the costs arising from preventive actions against pollution, as well as measures against it, including the reinstatement of polluted sites, are borne by the polluter;
 - d) The principle of responsibility, according to which any person who, by his action creates conditions that affect human health and the environment, must take appropriate measures to stop the damage suffered;
 - e) The principle of participation, that every citizen has the duty to ensure the protection of the environment and contribute to its improvement. To this end, public authorities are required on the one hand facilitate access to information on the environment, on the other hand to act in consultation with groups and populations concerned;
 - f) The principle of subsidiarity, which in the absence of a law written to protect the environment, customary norms and practices proven traditional local concerned apply.
- The protection of natural spaces and landscapes, the conservation of animal and plant species, maintenance of biological equilibrium in which they participate, protection of natural resources and in general the environment are considered as general interest actions favorable to sustainable development (Article 7);
- The state and local authorities encourage traditional practices of sustainable management of natural resources at the grassroots (Article 22). According to this article, local people need to take measures to ensure sustainable management of their natural resources.

NB : The choice of products is not exhaustive, as the lives of other objectives legislation items will be affected: 98-041 Law of 7 December 1998 on the water regime, the law 98-042 of 7 December 1998 bearing system for fisheries, the 98-07 law of 29 April 1998 on the arrangements of hunting and wildlife protection, etc.

(4) The filling acts of land transactions

There are two types of property deeds (*see Appendix 3: Forms of property deeds*):

- 1) Acts of land transactions in finality

1. Customary detention certificate;
2. The certificate of sale,
3. The gift certificate;

2) Acts of land transactions in temporary

1. customary Pledge Agreement
2. Rental agreement
3. Loan agreement

The different steps to obtain a land deed from a COFOB are:

1. Saving the written or verbal request by the applicant
President COFOB;
2. Examination of the application by the COFOB;
3. Effective presentation of witnesses before the members of the COFOB;
4. Declaration testimonials to confirm the fairness of the transaction;
5. Filling the Act by the Secretary of the COFOB;
6. Affixing signatures of witnesses including witnesses Neighborhood;
7. Signing of the Act by the head village or tribe, chairman of the COFOB;
8. Issuance of the original document to the applicant;
9. The COFOB retain a copy of the Act for archival purposes;
10. A copy is sent to the COFOCOM;
11. **Two (2) copies sent to the COFODEP (La 2th copy of the will in COFODEP**
turn forwarded for information to the responsibility delegated judge).

During this training session, trainers should through practical exercises to show the members of the base land commission filling procedures of the various acts of land transaction. They will let the different learners express their concerns and possible difficulties in filling the forms. Practical examples will be used to simulate these difficulties and proposed answers.

5.3. Interventions Technical Services

The technical services (Agriculture, Rural Engineering, the Environment Service and Livestock Service) deal with members of the COFOB problems related to the management of RN If overcharged and the need to the preserve and conserve them). Generally, these problems are:

- Adverse human practices (excessive cutting of trees, over-cultivation, bush fires, overgrazing, etc.);
- Climatic hazards (low and poorly distributed rainfall, excessive temperature changes, wind, etc.).

Other important issues to be addressed during training session

- Developing an action plan
- Development of internal regulations
- Basics of financial management and accounting
-

5.4. Training Plan and Budget

Training for members of COFOB is provided by members of the COFOCOM which it belongs. The permanent secretary is the leader and is supported by the agents of the various decentralized technical services of the State (Agriculture, Livestock, Rural Engineering, Environment, Hydraulics, etc.). The following table gives the amount of various expenses.

Table 4 : Budget for a session m ing a COFO B Activities

	rubric	Calculation basis	Cost (FCFA)
1. The mission preparatory	Honoraire S / P COFOCOM 10.000	1j x 1p	10,000
	Transport S / P COFOCOM 5.000	1d x 1p	5,000
3. Training of the members COFOB	Honoraire S / P COFOCOM 10.000	3j x 1p	30,000
	Honoraire S / P COFODEP	10.000fx 3d x 1p	30,000
	honorary DDE	10.000fx 2d x 1p	20,000
	honorary DDA	10.000fx 2d x 1p	20,000
	honorary DDEIA	10.000fx 2d x 1p	20,000
	Transport S / P COFOCOM 5.000	3d x 1p	15,000
	Transport S / P COFODEP	5.000fx 3d x 1p	15,000
	DDE transport	5.000fx 2d x 1p	10,000
	transport DDA	5.000fx 2d x 1p	10,000
	transport DDEIA	5.000fx 2d x 1p	10,000
	Gratification members COFOB	1 500FX 3jx10p	45,000
	Total		240,000

5.5. Facilities a COFOB

To conduct their activities, the COFOB must have working equipment means. She must have office supplies and of course land transactions documents.

Table 5: materia for the COFOB

Designation	Amount	Price / Unit	Total Cost
metal box to keep documents	1	10000	10000
Padlock	1	500	500
Register	1	9000	9000
Cahier 200 pages	10	300	3000
Bic blue	20	100	2000
red pen	20	100	2000
Pencil	10	100	1000
Rubber	5	150	750
Calculator	2	1500	3000
Stamp (President and Secretary)	2	2000	4000
inker	1	1500	1500
Put tape 50 m	1	4000	4000
Ink	1	2000	2000
Buffer	1	2500	2500
Book triplicate reports 50	1	3000	3000
50 copies Advertising Book	2	18000	36000
selling 50 copies Certificates	2	18000	36000
customary detention certificates 50 copies	2	18000	36000
gift certificates to 50 copies	2	18000	36000
Certificates guarantee 50 copies	2	18000	36000
loan certificates 50 copies	2	18000	36000
Rental Certificates 50 copies	2	18000	36000
Minutes of conciliation	2	18000	36000
Safe	1	150000	150000
Grand total			486250

Attachments

Appendix 1: Meeting Process

I. Key steps in conducting a meeting

1.1 Role of the host of a meeting (Chair)

A meeting facilitator is like a traffic cop. Its role is to help others do not deviate from the subject and follow the progress of the discussion. It also ensures that all members have the opportunity to speak and that others are not the talking and do not divert the focus of the meeting.

1.2 Role of the reporter (Secretary)

The rapporteur of a meeting takes note of what is said and wrote the report. This report is called a report.

1.3 Role of participants

Participants are responsible for contributing to the success of the meeting by thinking in advance about the different items on the agenda. They must arrive at the meeting with the will to participate.

1.4 Preparation of a meeting:

There is no magic recipe for a successful meeting, but a few simple guidelines help make meetings more effective. Bureau members should meet before each meeting. This will clarify

the objectives of the meeting, the choice of participants, the agenda and the choice of place and time of the meeting.

1.4.1 Fix the objectives of the meeting

The objectives of the meeting are the specific goals you want to achieve during it. It may be a decision to hang, of information to communicate or gather, training of participants, etc. ... We must avoid overloading the agenda. If there are many important issues to deal with, it is better to consider two or three meetings. We must develop a realistic schedule.

1.4.2 The choice of participants

IT must be based on the quality of their contribution to the objectives of the meeting. Participants should have some following criteria:

- Being well trained and well experienced
- Being directly involved
- Being available

Indeed, a general assembly or meeting brings together a number of individuals who have interests and sometimes different opinions. This makes it important to channel the debate and ensure that the above elements do not hinder the work.

- Seeking to understand the ideas of others;
- Respect the opinions of all;
- Listen to others ;
- Ask questions for clarification;
- Seek consensus.

1.4.3 Developing the agenda

An agenda is a list of topics or issues to be discussed during a meeting. The agenda is based on the objectives. For other meetings, the agenda and the discussion paper are sent to all members, several days before the meeting.

1.4.4 The choice of time and place

There is no time or place optimum. We must set the meeting on time and at the most appropriate place. We must consider the availability of members and the ease of access to the venue.

1.4.5 The room arrangement

The arrangement of a room, a shed or a tree, has a great influence on participation in a discussion. The withholding provision should allow maximum interaction between participants. We must also prepare all the material useful.

II. Example Sequence of meeting

2.1. accuei l:

The meeting organizer must go to the venue before the scheduled time for the opening. This allows him to check if everything is in order and ready to welcome the participants.

2.2Présentation of the agenda of the meeting

The president's office must first make the greetings of uses and thank participants for coming. It should clearly present the objectives of the meeting and ask the secretary's office to present the agenda. He recalls certain provisions of the statutes and internal regulations of the organization.

2.3Discussion on the items on the agenda

The agenda to be discussed, amended and adopted by the participants in the general assembly / meeting. The chairman ensures involve all group members. Moreover, it ensures the proper conduct of the discussion, it clarifies and restates, summarizes some interventions and moderates the discussion when objections arise. In meetings, we are often called to make decisions in different ways and the most frequently observed are:

- **the authoritative decision** (when a person who has authority in the organization uses its rank, experience or knowledge to get his idea and proposal);
- **the minority decision** (when a small number of people, advance a suggestion and decided to settle and impose their decision);
- **the majority decision** (when the majority did accept his decision even if some members vis-à-vis reserves of these proposals);
- **Decision by consensus** (when all members rallied around the same proposition).

All these decisions have advantages and disadvantages. The best decision is the one that best meets the needs of the situation.

2.4 Conclusions of the meeting:

The President shall:

- Summarize all decisions by appointing a responsible for each task;
- Ensure the understanding and agreement of the majority about the synthesis clear;
- possibly fix the date of the next meeting;
- End the meeting on a positive note;
- Thank participants.

III. Components of a PV type of meeting.

The minutes of a meeting is the official record of what happened. It should contain the main points discussed during the meeting.

The rapporteur should note all relevant information. Only decisions are recorded verbatim and the names of those responsible for the execution and the date on which the work must be completed. The minutes drawn up by the rapporteur or secretary of the organization. During the meeting, he took detailed notes, especially on any decisions or recommendations. Using these notes as well as the agenda, basic records, reports and list of participants, he writes the minutes.

3.1. Element that must contain the minutes:

The minutes should contain the purpose, date, location, theme or agenda, names of participants (with an attached attendance list), start time and end time, the conduct or outcome of discussions, the signatures of the partners or editor. The conduct or results of the discussions are usually ordered according to the agenda. It is important to make a clear distinction between contributions and decisions.

3.1.1 Title: Indicate the name of the organization and subject of the meeting, the place, date and time.

3.1.2 Presence: List the names of the participants and their position within the organization. For absent, we must distinguish between excused non-excused.

3.1.3 Points: Summarize each point of the agenda and number them in chronological order.

The minutes shall be signed by the rapporteur. Sometimes, the president, the meeting must also sign.

IV. Example 2 of a model of the minutes of meeting of COFOB

Date: Day ... Mois: Year:

Republic of Niger

Region

Department

Municipality of Village / tribe

COFOB of

Held at a general assembly meeting /

Present (see attendance list attached)

This general meeting / meeting was chaired by:

The secretary of the meeting was:

The items on the agenda are:

1. Review of the status of implementation of decisions
2. recommendations of the previous general meeting / meeting necessary
3. Various

Proceedings of the General Assembly meeting /

(Summary of discussions of the items on the agenda in a few sentences)

.....

Decisions taken :

Responsible for carrying

Decisions taken :

Responsible for carrying

President

The Secretary General

- The General Secretary establishes the list of which will be annexed to the minutes.

Appendix 2: an organization's document management Forms

model 1 : Cash book Book

Fund					
Name C O FOB Location ... Year ...					
Dated	Part #	Label / Designation	Entrance	Exit	Balance
01/12/03	001	Membership fees	12500		12500
14/01/03	002	Support nationals	50000		62500
24/01/03	003	Purchasing tree seedlings		42,250	20250
total months			62500	42,250	20250
postponement					20250
05/02/03	004	Buying shovels		5000	15250
11/02/03	005	Participation in regional communal meeting (transport costs A / R of the President)		1500	13750
total months				6500	13750
postponement					13750

Model 2: Book in lieu specifications shares and membership fees

Name COFOB Location Year NOT

	Dated	Last name and first name	share (CFA)	Comments
1	03/01/03	Hamidou Abdou	500	
2	03/01/03 Mrs.	Halimatou Ousseini	500	
3	01/04/03 Maazou Liman		500	
4	15/01/03 Mamane Sani		500	
5	16/01/03	Abdoulaye Garba	500	
Total page to see next page			2500	

Model 3: Specifications contributions

Name COFOB The localité Ann ed Date

	No member	Male Full name		contributions		Comments (year)
		Wife		In Nature (local measurements)	Cash (CFA)	
03/01/03 010		H	Hamidou Abdou	2 tias millet	250	01/03 contribution
03/01/03 025		F	Ms. Halimatou Ousseini	1 tia okra 250		12/02 contribution
10/01/03 002		H	Sani Harouna	2 tias cowpea		01/02 contribution
15/01/03 007		H	Mamane Sani	2 tias millet	500	12/02 and 01/03 contribution
TOTAL					1000	

- The times or filing supporting documents (receipts, invoices, vouchers)
- The terms of stock (in lieu of card or paper stock)

This is an accounting document on which are inscribed the details of any input and output movement of stock (cereals, eg inputs)

Model 4: stock book

Paper Stock

Name Location COFOB Année. Characterization: Fertilizer

Measuring unit: 50 kg bag

Dated	Part #	Wording	Entrance	Exit	Balance
		old stock			120
01/01/03	001	Support nationals	120		240
02/01/03	002	Fertilizer Distribution		50	190
01/11/03	012	Fertilizer Distribution		25	165
31/01/03	030	Fertilizer Distribution		15	150
total months			240	90	150
Has reported					150

Name Location COFOB .. Année Type of activity : Reforestation

Model 5: Cah ier physical contributions materi they

NOT	Dated	Last name and first name	Task Type Estimated contribution CFA
1	03/01/03	Hamidou Abdou	hole digging 500
2	03/01/03	Mrs. Halimatou Ousseini	hole digging 500
3	04/01/03	Mazou Liman	hole digging 500
4	04/01/03	Hassane Adamou	hole digging 500
5	06/01/03	Aissa Idrissa	hole digging 500
6	25/01/03	Mariama Ali	water transportation 500
Total page to see next page			3000

The purchase book It is a document which records the daily operations of purchasing grain or property

Model 6: purchase ledger

Book Purchase

Name COFOB: Location Year

Characterization: seeds Onion

Unit m e sure: a bottle kg

Dated	Name of buyer	Status	locality	Quantity (kg)	Unit Price Value	
03/02/03	Hamidou Abdou	President	bourdi	3 kg	25000	75000
03/02/03	Halimatou Ousseini	Member	bourdi	1 kg	25000	25000
04/02/03	Mazou Liman	Auditors	bourdi campt	½ kg	25000	12500
04/02/03	Hassane Adamou	Member	Zongo	4 kg	25000	100000
06/02/03	Aissa Idrissa	member	Zongo R	2 kg	25000	50000
Total page to see						262 500

Appendix 3: Forms of land acts

REPUBLIC OF NIGER

Region of ..Département Municipality of
..... .. Canton or grouping

CERTIFICATE OF DONATION No. _____ /

I, the undersigned M village chief of

certify that M Occupation

domiciled.....

has received a grant of land permanently from Mr.

occupation Résidant to

before the testimony:

..... Living at.....

..... Living at.....

and neighboring owners:

..... Living at.....

..... Living at.....

..... Living at.....

..... Living at.....

the land is located

having the following characteristics:

- Type of soil.....
- Area.....
- investments:

In witness whereof, this certificate was issued to him to serve and to assert that right.

Made in..... The.....

THE BENEFICIARY

DONOR

VILLAGE CHIEF

REPUBLIC OF NIGER

Region of ..Département Municipality of
..... Canton or grouping

CERTIFICATE OF SALE NOT _____/

I, the undersigned M village chief of
certify that M Occupation
residing at a sold to M
Occupation demeurant to
course is worth ...
and having the following characteristics:

Sol dune Valley Tray

- Area.....

- investments:

before the testimony:

.....Living at.....

.....Living at.....

and neighboring owners:

..... Living at.....

..... Living at.....

..... Living at.....

..... Living at.....

In witness whereof, this certificate was issued to him to serve and to assert that right.

Made in..... the.....

BUYER

SELLER

VILLAGE CHIEF

REPUBLIC OF NIGER

Region of ..Département .. Municipality of .. Canton or grouping ..

CERTIFICATE OF DETENTION CUSTOMARY No. _____ /

I, the undersigned M village chief of

certifies that Mr. Occupation.

residing at landowner is located

at

and having the following characteristics:

Sol dune ☐ valley ☐ tray ☐

- Area:

- Crops grown:

- investments:

before the testimony:

-

-

and neighboring owners:

..... Living at.....

..... Living at.....

..... Living at.....

..... Living at.....

The holder of the right are accessed following the paths below:

☐ Heritage

☐ Don

☐ Other sources to clarify

In witness whereof, this certificate was issued to him to serve and argued that

by right.

Made in..... The.....

VILLAGE CHIEF

REPUBLIC OF NIGER

Region of ..Département .. Municipality of .. Canton or grouping ..

RENTAL AGREEMENT No. _____ /

I, the undersigned M village chief of ..

certifies that Mr. Occupation.

living in.....

a beneficiary of a land lease located M profession

..... living

at.....

- the rental period is Renewable: YES ☐ NO ☐
- the rental amount
- Payment terms: before the testimony:

.....Living at.....

.....Living at.....

and neighboring owners:

..... Living at.....

..... Living at.....

..... Living at.....

..... Living at.....

The plot has the following characteristics:

- Soil Area
- investments: M is recipient of leasing

with the following rights:

- right to plant trees: YES ☐ NO ☐
- right to dig a well: YES ☐ NO ☐
- right to cultures against season: YES ☐ NO ☐
- right to sublease YES ☐ NO ☐
- disclaimers expulsion period of field preparation and in season rain (required)

In witness whereof, this agreement signed to serve and to assert that right.

Done at the

LANDLORD

THE HOLDER

VILLAGE CHIEF

REPUBLIC OF NIGER

Region Département of

..... **Canton Commune or group**

LOAN AGREEMENT

NOT _____/

I, the undersigned M village chief of

certifies that Mr. Occupation.

living in.....

is the beneficiary of a land loan located M

..... profession living within before the
testimony:

.....Living at.....

.....Living at.....

and neighboring owners:

..... Living at.....

..... Living at.....

..... Living at.....

..... Living at.....

The plot has the following characteristics:

- Soil Area
- investments: the loan period is
.....with the following rights:
- u allocation token gift YES ☐ NO ☐
- right to plant trees: YES ☐ NO ☐
- right to dig a well: YES ☐ NO ☐
- right to cultures against season: YES ☐ NO ☐
- right to make winter crops YES ☐ NO ☐
- right to lease YES ☐ NO ☐
- disclaimers expulsion period of field preparation and in season
rain (required)
- other loan terms

In witness whereof, this agreement signed to serve and to assert that right.

Done at the

THE BENEFICIARY

THE LENDER

VILLAGE CHIEF

REPUBLIC OF NIGER

Region of ..Département **Municipality of**

..... **Canton or grouping**

CONTRACT GAGE CUSTOMARY No. _____ /

I, the undersigned M village chief of certify that Mr.
..... Occupation domiciled.....

is the beneficiary of a guarantee customary land belonging to M occupation
..... living within

before the testimony:

..... living within
..... living within

and neighboring owners:

..... living within
..... living within
..... living within living within
.....

The plot has the following characteristics:

- Nature
floor area
- investments:
- the duration of the guarantee is
- the amount of the pledge is

M Gets the Land with the following rights:

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| - right to plant trees: | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| - right to dig a well: | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| - right to make against seasonal crops | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| - right to lease | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| - disclaimers expulsion period of field preparation and in season
rain (required) | | | | |

In witness whereof, this agreement is signed to serve and to assert that right.

Done at the

THE BENEFICIARY

THE pledgor

VILLAGE CHIEF

REPUBLIC OF NIGER

MINUTES OF
RECONCILIATION

REGION DEPARTMENT

State or group of

NOT :.....

Commune of.....

The Year Two Thousand and Before us
..... Village chief, tribe, State or Group of
..... before and
of.....

APPEARANCES

The nominees:

Mr / Mrs the applicant

Mr / Mrs the defendant Witnesses

- 1) 1st Applicant witness
- 2) second indicator of the applicant
- 3) 1st Witness defendant
- 4) second control Respondent

Subject of the case:
.....

After comparing the arguments of the parties, it was agreed that:

.....
.....
.....
.....
.....
.....

From all the above, we declare them. * reconciled ☐ * Not reconciled ☐ And let us make
these minutes we sign having been read, with the parties and witnesses.

the Applicant :

The defendant

leader

1st witness applicant

1st witness defendant

2th witness applicant

2th witness defendant

* Delete as

Editor and Author

Yasuhisa Jotaro, Department of Rural Development, JIRCAS (~ February 2012)

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